



**STATE OF IDAHO**  
invites applications for the position of:

## **Budget Analyst**

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**SALARY:** \$25.69 - \$33.40 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 03/01/22  
**CLOSING DATE:** 03/16/22 11:59 PM  
**DESCRIPTION:**

**STATE OF IDAHO**  
**MILITARY DIVISION**  
 Human Resource Office (HRO)  
 State Personnel Branch  
 4794 General Manning Avenue, Building 442  
 Boise, ID 83705-8112  
 Telephone: (208) 801-4273

### **STATE VACANCY ANNOUNCEMENT**

Registers established from this announcement may remain valid up to one year to fill vacancies within same classification.

#### **ANNOUNCEMENT NUMBERS and AREAS OF CONSIDERATION:**

- a. **22-18-MN:** First consideration will be given to current enlisted members (E-7 and below) in the Idaho National Guard.
- b. **22-18-MW:** Open to all applicants. If an applicant cannot be selected from the above announcement, then other applicants may be considered (*military membership requirement will be waived*).

<b>POSITION TITLE:</b>	Budget Analyst
<b>PAY GRADE:</b>	NGA-9
<b>POSITION CONTROL NUMBER:</b>	5124
<b>CLASS CODE:</b>	20187
<b>SALARY:</b>	\$25.69 to \$33.40 hourly (\$53,433 to \$69,462 annually)
<b>FLSA CODE:</b>	Administrative Exempt
<b>DUTY LOCATION:</b>	Military Division, Idaho Air National Guard, 124 Civil Engineer Squadron, Gowen Field, Boise, ID
<b>TYPE OF POSITION:</b>	Military Nonclassified; Army or Air; Enlisted; Warrant; Officer; Military Waived if selected under Announcement# 22-18-MW; ( <i>For training, initial appointment is to a temporary position (PCN). The appointee will convert to regular appointment status without further</i>

	<i>competition upon separation of current incumbent and availability of PCN 5174 expected in April 2022. The temporary appointment period is creditable service.)</i>
<b>COMPATIBLE MILITARY FIELD:</b>	<b>Not Applicable</b>

**JOB TITLE: BUDGET ANALYST**  
**POSITION CONTROL NUMBERS: 5174**  
**CLASS CODE NUMBER: 20187**  
**SALARY GRADE: NGA-9**

**INTRODUCTION:** This position is located in an organizational headquarters or major functional organization functioning within the State of Idaho – Military Division. The primary purpose of this positions is to provide functional analysis and administrative control of the organizational budget. Incumbent serves as consultant and advisor for the management and administration of budget programs within the organization. The incumbent performs routine, continuing financial management functions involving the formulation, execution, and/or analysis of budgets for the organization and organizational components.

**The duty assignment/location:**

- **PCN 5174** is assigned to the Base Civil Engineering (BCE), 124 Civil Engineer Squadron, Idaho Air National Guard (IDANG), Boise, Gowen Field

**EXAMPLE OF DUTIES:**

**DUTIES AND RESPONSIBILITIES:**

1. Monitors policies, procedures, guidelines and regulations pertaining to fiscal management, budgeting, funding, procurement, payroll, accounting, reporting, internal survey and audit. Based on guidelines and funds available, determines proper obligations and commitment of funds. Performs internal surveys or audits and develops internal controls for individual operating entities to ensure that the government's interest is protected. Is responsible for strict compliance with regulations that govern the expenditures of federal and state funds applicable to procurement and accounting under the automated accounting systems.
2. Responsible for performance of budget functions to include formulation, monitoring and tracking of organizations' funds. Works with various staff and commanders to obtain information required for analyzing, revising and recommending action during varied stages of the budgetary process. Evaluates and validates the budget proposals submitted by the separate directorates, offices and other activities. Integrates these proposals into the operating program and budget for inclusion into the State Operating Budget.
3. Directs the budget transactions involving general ledgers with several subsidiary ledgers for personnel, operations and maintenance, and state or federal appropriated and non-appropriated fund activities. Ensures that automated accounting is accomplished accurately and in accordance with generally accepted accounting principles or other applicable guidelines. Identifies spending trends. Closely monitors, tracks, reports and critically evaluates and/or corrects variations in obligations and expenditures of funds (e.g., purchases, contracts, travel, training, supplies, etc.) that are within programmed amounts. Provides management with recurring and nonrecurring budget reports and advises management on use of funds.
4. Formulates replies and takes appropriate action in response to inspections received from various audit agencies and federal examiners pertaining to budgetary matters.
5. Determines the funding requirements for operations and maintenance categories based on analyzing prior history, formulation of planned projects and programs, anticipated costs, and

personnel. Responsible for a systematic, continual, financial review and analysis of programs involving personnel and operating expenses. Through this continual review, redirects or reprograms the financial structure, formulates budgetary alternatives and makes recommendations to the functional area manager and staff on objectives, policies, procedures and methods. Provides advice and assistance to supervisors and other staff on financial matters relating to the expenditure of funds, purchasing methods, and propriety of proposed expenditures. Monitors all maintenance contracts to ensure that all state and federal requirements have been met prior to making obligation. Reviews, verifies and analyzes budget and workload data for consistency with financial program objectives and adherence to instructions, and recommends alternative actions in adjusting estimates of funding needs.

Provides procedural and regulatory guidance concerning availability or limitations on the use of funds.

6. Utilizes a variety of automated programs/systems, to include State Controller's Office (SCO) to validate purchase card (P-Card) transactions, Microsoft Excel, PowerPoint, Word, Outlook and others. Monitors funding usage and requirements using automated programs. Ensures that an optimum balance between authorized budget and executed budget is met. Recommends to the supervisor work deferment or cancellation to stay within program limitations. Identifies where facility maintenance, repair and alteration requirements cannot be met with existing funds, determines impact and develops alternate methods to achieve the best balance between resources and requirements.

7. Certifies the availability of funds and notifies the appropriate program manager. Uses appropriate references and procedures to obligate funds. Applies budget code requisitions for the procurement of supplies, materials, equipment and services. Responsible for financial review of work orders, agreements or other pre-negotiated project work in regards to accounts receivable. Responsible for coordination and payment of all agency financial obligations in regards to accounts payable.

8. Provides timely reporting and closeouts to the National Guard Bureau through the United States Property and Fiscal Officer/ANG Comptroller, other governmental agencies and local managers as to the status of funds received and disbursed. Prepares the financial summaries and reports required by higher headquarters and local staff members. Develops, revises and adapts reporting systems to provide appropriation data to key personnel at all levels and achieve maximum effectiveness of financial management.

9. Attends staff meetings and actively participates in the planning and review process, and developing solutions to problems which are actual or anticipated. Responsible for the direct coordination with federal and state officials and with staff personnel at other military installations concerning budgetary matters.

10. Serves as a liaison within staff of the Idaho Military Division and outside entities to respond to funding questions, data calls and reports. Reviews and initials all IMD SPB-7 forms requesting personnel/position actions for accuracy and funding availability. Reviews funding requirements in conjunction with technical staff. Verifies invoices against purchase orders to determine agreement and inventory management requirements. Serves as initial point of contact and liaison with IMD State Accounting/Resources Office.

11. Accomplishes all assigned training requirements (on the job, on-line and in the classroom).

12. Performs other related duties and projects as necessary or assigned.

**SUPERVISORY CONTROLS:** The supervisor provides general guidance, sets priorities and provides advice on unusual or one-of-a kind transactions that are precedent setting or not clearly defined. Incumbent independently plans and carries out work. Incumbent is fully responsible for the timeliness, accuracy and procedural adequacy of forms and documents required to support budget requests. Completed work is evaluated for accuracy, adequacy, effectiveness and overall attainment of objectives.

**PERSONAL WORK CONTACTS:** Incumbent has daily contact with managers, supervisors and staff officials within the assigned organization and with Budget Analysts of the USPFO/ANG

Comptroller, State Accounting Office, and NGB.

**WORK ENVIRONMENT / PHYSICAL EFFORT:** Work is generally sedentary and performed in a well-lit climate controlled office or similar setting requiring normal safety precautions against everyday risks or discomforts. Work requires some walking, standing, bending and carrying of light items such as books, papers, files, and light office supplies. Some travel, via all modes of transportation, is required for work and training.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: B06 (Paraprofessional)

WCC: 8810

AUGUST 2020

## **MINIMUM QUALIFICATIONS:**

### **QUALIFICATION REQUIREMENTS**

#### **Mandatory Requirements (conditions of employment).**

- Must be an enlisted member (E-7 or below) of the Idaho National Guard. *Not applicable for civilian applicants applying under Announcement #22-18-MW.*
- Must have and maintain a valid and unrestricted state issued driver's license (from any state), and meet qualifications for a military driver's license.
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Preferred Education/Experience. These are not mandatory requirements. *(Please address any of the following that you possess. Attach transcripts to your application if applicable; unofficial transcripts are acceptable.)*
  - Nine credits of college level accounting
  - Two years of bookkeeping experience

#### **Knowledge, Skills and Abilities (KSAs)**

**Applicants must have 24-months of specialized experience performing related duties as specified below.**

- Knowledge in the development and monitoring of numerous budgets.
- Experience in accounting procedures.
- Experience in the review, analysis and adjustments to any assigned budget activity.
- Knowledge in providing budgetary analysis of periodic fiscal reports.
- Experience in providing budgetary analysis to state and federal agencies with respect to fiscal matters and effectiveness of the financial administrative management program.
- A working knowledge in determining the language of appropriation acts and guidance from funding sources, the appropriated authorized project accounts, administrative restrictions, proper funds to be charged and the sufficiency of funds prior to budgeting expenditures within the separate fund accounts.

- Experience in the audit programs initiated by both state and federal agencies.
- Experience in the use of computers and automated accounting equipment.
- Working knowledge of Operations and Maintenance financial plans, Interservice Support Agreements (ISSAs), budget requirements, Military Interdepartmental Purchase Request (MIPR) procedures, regulations and policies (federal, state & National Guard Bureau).
- Utilize accounting systems such as Integrated Engineering Management System (iEMS) and Defense Enterprise Accounting Management System (DEAMS) or other related software, to perform required accounting functions in accordance with National Guard Bureau policies.

**CONDITIONS OF EMPLOYMENT:**

- Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- Refer to the position description for the Mandatory Requirements for this position.
- Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform. *(Not applicable to military waived employees.)*
- Incumbent must be a current member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived employees.)*
- The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**5. PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan  
Supervisory Human Resource  
Specialist  
Military Division – State Personnel  
Branch

**The HRO State Personnel Branch will not forward incomplete application packets for consideration.**

**SUPPLEMENTAL INFORMATION:**

Applications are accepted online only. If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov) to discuss alternative options.

**Thank you for your interest in employment with the Idaho Military Division.**

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304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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## Budget Analyst Supplemental Questionnaire

- \* 1. **Mandatory Requirement (condition of employment):** Must be an enlisted member (E-7 or below) of the Idaho National Guard.  
Provide your military grade, job title, MOS/AFSC and unit of assignment.  
*If applying as a civilian under Announcement #22-18-MW, please indicate so.*
  
- \* 2. **Mandatory Requirement (condition of employment):** Must have and maintain a valid and unrestricted state issued driver's license (from any state).  
  
*Provide written response regarding your willingness and ability to have an maintain (do NOT provide license info here).*
  
- \* 3. **Mandatory Requirement (condition of employment):** Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*  
  
*Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.*
  
- 4. Preferred Education/Experience. These are not mandatory requirements. *(Please address any of the following that you possess. Attach transcripts to your application if applicable; unofficial transcripts are acceptable.)*
  - Nine credits of college level accounting
  - Two years of bookkeeping experience
  
- \* 5. KSA: **Knowledge in the development and monitoring of numerous budgets.**  
  
Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*
  
- \* 6. KSA: **Experience in accounting procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 7. KSA: **Experience in the review, analysis and adjustments to any assigned budget activity.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 8. KSA: **Knowledge in providing budgetary analysis of periodic fiscal reports.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 9. KSA: **Experience in providing budgetary analysis to state and federal agencies with respect to fiscal matters and effectiveness of the financial administrative management program**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 10. KSA: **A working knowledge in determining the language of appropriation acts and guidance from funding sources, the appropriated authorized project accounts, administrative restrictions, proper funds to be charged and the sufficiency of funds prior to budgeting expenditures within the separate fund accounts.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 11. KSA: **Experience in the audit programs initiated by both state and federal agencies.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 12. KSA: **Experience in the use of computers and automated accounting equipment.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 13. KSA: **Working knowledge of Operations and Maintenance financial plans, Interservice Support Agreements (ISSAs), budget requirements, Military Interdepartmental Purchase Request (MIPR) procedures, regulations and policies (federal, state & National Guard Bureau).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 14. KSA: **Utilize accounting systems such as Integrated Engineering Management System (iEMS) and Defense Enterprise Accounting Management System (DEAMS) or other related software, to perform required accounting functions in accordance with National Guard Bureau policies.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, roles/responsibilities, etc. Education/training is not a substitute for experience, but can be added to answer to relate to required skill.*

- \* 15. Unqualified or incomplete applicant packets will not be forwarded.  
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes   ☐ No

- \* 16. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes   ☐ No



\* Required Question